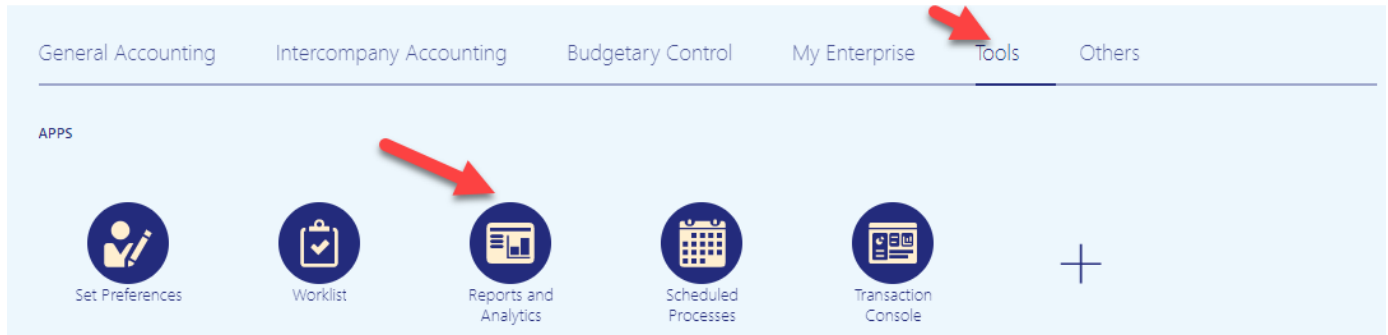


Monthly Reconciliation Procedure

NCAS & NCFS

NCFS:

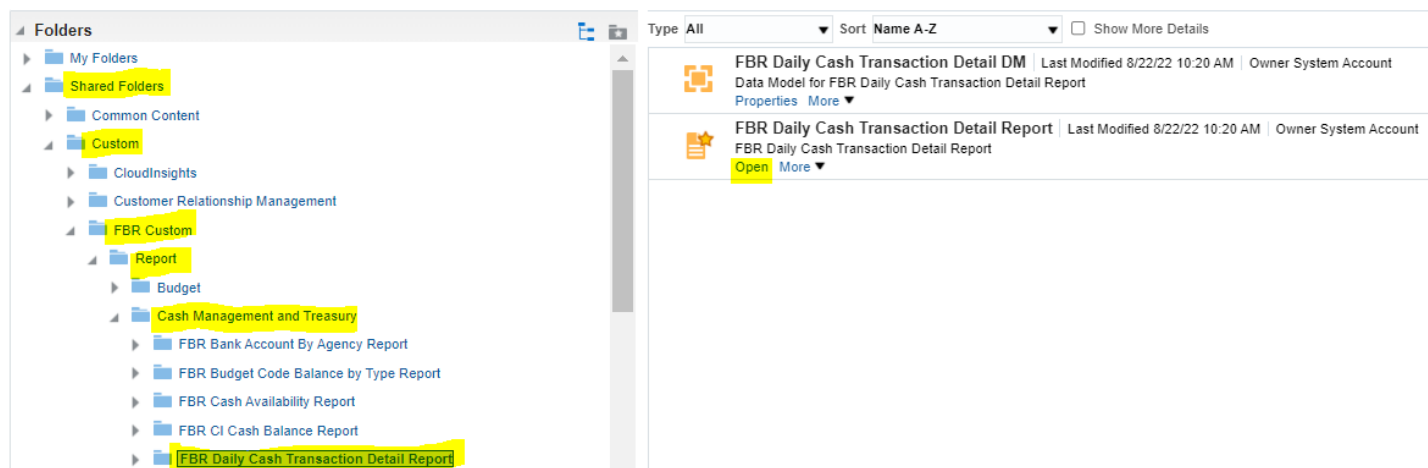
1. Run NCFS Daily Cash Transaction Detail report > Tools > Reports and Analytics:



2. Click on Browse catalog, as shown below:



3. Shared Folder > Custom > FBR Custom > Report > Cash Management and Treasury then search for report name FBR Daily Cash Transaction Detail Report > Open, as shown below:




4. Select Agency, budget code type, select the first date of the month being reconciled as the "Posted Date From" and select the current date as "Posted Date To" > Apply.

FBR Daily Cash Transaction Detail Report

Agency	0200-ADMINISTRATIVE OFF	▼
Budget Code Type	1-General Fund	▼
Posted Date From	01/01/2023	📅
Posted Date To	02/16/2023	📅
Apply		

5. Open report in Excel and add filters for all columns, as shown below:




North Carolina Financial System
Office of State Controller
Daily Cash Transaction Detail Report
02/16/2023 09:37:54 AM

Parameters

Agency	0200-ADMINISTRATIVE OFFICE OF THE COURTS
Budget Code Type	1-General Fund
Posted Date From	01/01/2023
Posted Date To	02/16/2023

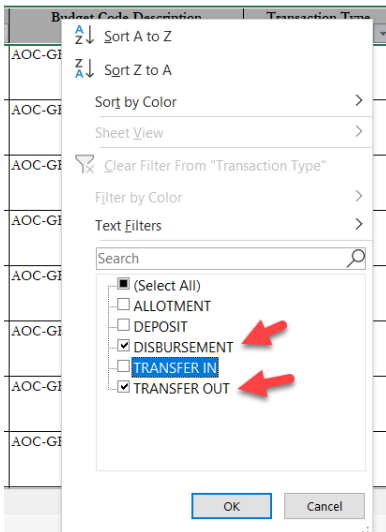
Agency	Agency Description	Budget Code	Budget Code Description	Transaction Type	Journal Category	Budget Code Amount	Posting Date	Effective Date	Journal Source	Journal Batch Name
--------	--------------------	-------------	-------------------------	------------------	------------------	--------------------	--------------	----------------	----------------	--------------------

6. Filter for the Budget Code being reconciled and Effective Dates in the month being reconciled, as shown below:



Agency	Agency Description	Budget Code	Budget Code Description	Transaction Type	Journal Category	Budget Code Amount	Posting Date	Effective Date	Journal Source
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	1,072.50	01/04/2023	01/04/2023	Agency Deposit Interface
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	801.42	01/05/2023	01/05/2023	Agency Deposit Interface
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	1,218.33	01/06/2023	01/06/2023	Agency Deposit Interface
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	1,505.83	01/09/2023	01/07/2023	Agency Deposit Interface
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	1,184.99	01/10/2023	01/10/2023	Agency Deposit Interface
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	DEPOSIT	DEP - CASH & CHECK	832.91	01/11/2023	01/11/2023	Agency Deposit Interface

7. Filter for the Transaction Type; Start with the expenditures which will be “disbursement + transfer out” as shown below:



Transaction Type Filter Menu:

- ☒ (Select All)
- ☐ ALLOTMENT
- ☐ DEPOSIT
- ☒ DISBURSEMENT
- ☒ TRANSFER IN
- ☒ TRANSFER OUT

8. Total expenditures to compare to the BD800 to find any discrepancy, as shown below:

0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER OUT	Global Intercompany	(6,609.92)	01/31/2023	01/26/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER OUT	Global Intercompany	6,609.92	02/01/2023	01/30/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER OUT	Global Intercompany	(153,901.65)	01/31/2023	01/30/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER OUT	Global Intercompany	(110.00)	01/31/2023	01/31/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER OUT	Global Intercompany	(6,609.92)	02/07/2023	01/31/2023	Global Intercompany
Total Expenditures:						\$ (60,236,746.95)			

9. Filter for the “deposits + transfer in” to get total revenue, as shown below:

Text Filters

Search

☒ (Select All)

☐ ALLOTMENT

☒ DEPOSIT

☐ DISBURSEMENT

☒ TRANSFER IN

☐ TRANSFER OUT

OK Cancel

10. Total for the revenue will be compared with the BD800 total to find any discrepancy, as shown below:

0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER IN	Global Intercompany	220,741.32	01/24/2023	01/20/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER IN	Global Intercompany	116,976.63	01/26/2023	01/25/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER IN	Global Intercompany	27,376.22	01/27/2023	01/26/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER IN	Global Intercompany	54,515.64	01/31/2023	01/30/2023	Global Intercompany
0200	ADMINISTRATIVE OFFICE OF THE COURTS	12000	AOC-GENERAL	TRANSFER IN	Global Intercompany	17,457.85	02/06/2023	01/31/2023	Global Intercompany
Total Revenue:						\$ 1,295,169.18			

NCAS:

- Login to NCXCLOUD with your NCAS RACF ID number: <https://ncxcloud.nc.gov/ui/login?604543254> to pull the BD800 report, enter the report title “FY2023 BD800 REPORT” in the Title Field then click search. As shown below:

Content Server -- NCXCloud

search.908.a.swcsrecentview

debug: ☐

Title: ☐ Alt Name: ☐ Name: ☐ ID: ☐ All: ☒

Title:

Alt Name:

Folder:

Name:

Show ONLY Favorites: ☐ Show ALL Versions: ☐

ID:

Date:

Format:

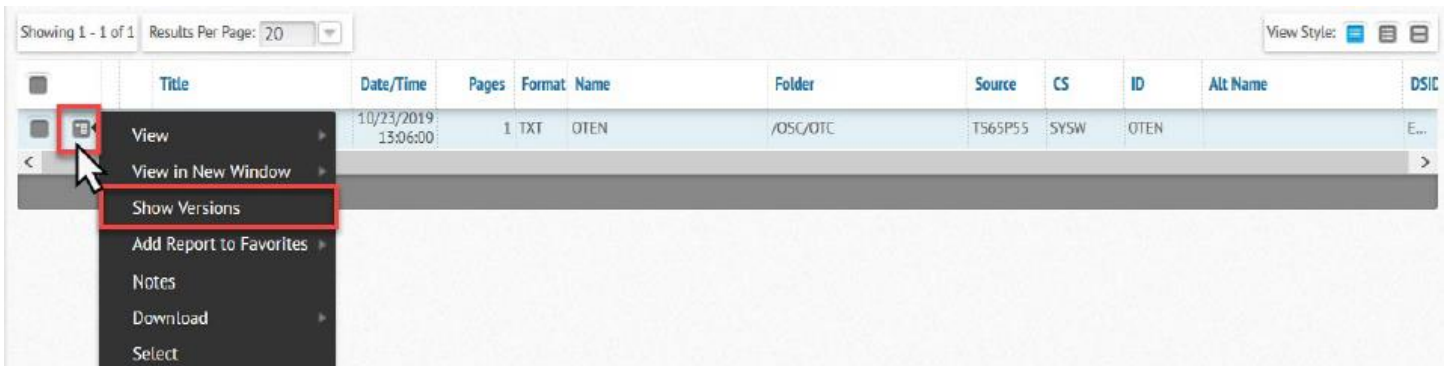
Source:

SEARCH CANCEL CLEAR FORM CLEAR RESULTS

Showing 1 - 1 of 1 Results Per Page: 20 View Style: ☐ ☐ ☐

	Title	Date/Time	Pages	Format	Name	Folder	Source	CS	ID	Alt Name	DSID
<input checked="" type="checkbox"/>	OSCOPC FY2023 BD800 REPORTS	02/28/2023 21:42:00	261	TXT	OPZH	/OSC/OPC	OPCCRB80	NOXCloud	OPZH		D6...

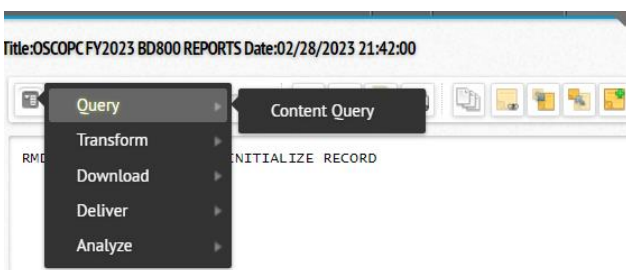
- Once results are returned, click the action menu for the report. This menu then provides you with the option to show versions. Click on show version to pick the month that is needed to be reconciled, as shown below:



- All versions of the FY2023 BD800 report results will populate in the window, in our example we are working on reconciling the month of January, so it will be version 7 as shown below:

			Version Date/Time	Capture Date/Time	RIN	Format	Pages	Size (KB)	Source	Filename	Upload Flag	Hold	DSID
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	1	TXT	261	496	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500ED
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	8	TXT	266	514	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500FB
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	5	TXT	303	577	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500F5
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	12	TXT	1	1	OPCCRB80				D6D7C3C3D9C2F8F00123059F017739750103
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	6	TXT	277	544	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500F7
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	10	TXT	1	1	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500FF
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	3	TXT	293	583	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500F1
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	7	TXT	311	600	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500F9
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	11	TXT	1	1	OPCCRB80				D6D7C3C3D9C2F8F00123059F017739750101
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	2	TXT	287	592	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500EF
		✓	02/28/2023 21:42:00	02/28/2023 21:42:00	4	TXT	302	586	OPCCRB80				D6D7C3C3D9C2F8F00123059F0177397500F3

- Then click on query> content query to filter for the budget code that is needed to be reconciled, as shown below:



- Type in the Budget Code that is needed to be reconciled, as shown below:

Zoom: 100%

Content Query Timeout: 30 seconds ☐ Allow parentheses

RETURN: Automatic ☐ Return additional lines

BUDGET CODE = 12000

+ Add a new query line.

+ Add a new query.

Filter List

04280

12000

APPLY FIND FIRST CLEAR TEXT MODE

6. Once the report is populated check the Disbursements/Transfers column to see if the total matches NCFS item #7 above.
 - a. If totals match, then NCFS is in balance with NCAS as shown below.
 - b. If it does not match, then this means that there are missing transaction(s) that are not posted in one of the systems.

RMDSID02 NOT CERTIFIED
BD800DET
020 THE JUDICIAL DEPARTMENT
12000 AOC-GENERAL

STATE OF NORTH CAROLINA GENERAL LEDGER SYSTEM
CASH RECONCILIATION REPORT
FOR THE PERIOD 01/01/2023 -01/31/2023

PAGE 6
C-GL-CASH-RECON-BD800
02/15/2023

EFFECTIVE DATE	DOCUMENT ID	TRANSACTION DESCRIPTION	ALLOTMENT/ REVERSION	DEPOSITS/ TRANSFERS ADJUSTMENTS	DISBURSEMENTS/ TRANSFERS ADJUSTMENTS	OTHER	BALANCE
01/19/2023	0221230660	24652,71,72,41 REC FEES	.00	694.92	.00	.00	
01/19/2023	02213F0858	FMS 011823	.00	1,480.00	.00	.00	
01/20/2023	02213F0864	FMS 011923	.00	1,108.33	.00	.00	
01/20/2023	022523G021	MOVE TO CORR FUNDING JUL-DEC22	.00	220,741.32	.00	.00	
01/21/2023	02213F0870	FMS 012023	.00	932.50	.00	.00	
01/23/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	233,087.15-	.00	
01/23/2023	0222CAW999	AP CASH REQUISITION	.00	.00	118,221.72-	.00	
01/23/2023	022523T129	DUAL EMPLOY ECU-RAY;NANCY	.00	10,092.19	.00	.00	
01/24/2023	02213F0876	FMS 012323	.00	1,120.00	.00	.00	
01/25/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	372,512.47-	.00	
01/25/2023	02213F0883	FMS 012423	.00	867.50	.00	.00	
01/25/2023	0222CAY999	AP CASH REQUISITION	.00	.00	43,590.50-	.00	
01/25/2023	0225230066	SFRF FUNDS RECLASS DEC 2022	.00	116,976.63	.00	.00	
01/26/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	6,609.92-	.00	
01/26/2023	02213F0889	FMS 012523	.00	1,085.00	.00	.00	
01/26/2023	0222CAZSPP	PAYROLL CASH REQUISITION 12000	.00	.00	48,154,770.51-	.00	
01/26/2023	0222CAZ999	AP CASH REQUISITION	.00	.00	7,795.36-	.00	
01/27/2023	02213F0896	FMS 012623	.00	1,374.33	.00	.00	
01/27/2023	0222CA0999	AP CASH REQUISITION	.00	.00	2,300.73	.00	
01/27/2023	022523T134	SHP COMPUTERIZED DISP DEC 22	.00	27,376.22	.00	.00	
01/28/2023	02213F0903	FMS 012723	.00	1,108.33	.00	.00	
01/30/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	147,291.73-	.00	
01/30/2023	0221230685	DA DINNER REIMB-COOPER;KAREN	.00	783.44	.00	.00	
01/30/2023	0221230686	INTERPRETER FEES REIMB	.00	2,118.75	.00	.00	
01/30/2023	0221230692	SALRY OVER REIMB-MURRAY;K	.00	75.00	.00	.00	
01/30/2023	0222CA3999	AP CASH REQUISITION	.00	.00	121,094.74-	.00	
01/31/2023	02213F0910	FMS 013023	.00	1,892.50	.00	.00	
01/31/2023	0222CA4SPP	PAYROLL CASH REQUISITION 12000	.00	.00	184,943.35-	.00	
01/31/2023	022523G026	MOVE SUPPLY COST OCT-DEC 22	.00	17,457.85	.00	.00	
01/31/2023	022523T135	SHP COMPUTERIZED DIS OCT&NOV22	.00	54,515.64	.00	.00	
01/31/2023	022723G023	BUSINESS CARDS RECLASS BUDGET	.00	.00	110.00-	.00	
01/31/2023	0227230073	RECEIPTS BC 42150 CH 42050 COR	.00	.00	6,609.92-	.00	
01/31/2023	023123G014	RECLASS TO CORR ACCT	.00	.00	.00	.00	
01/31/2023	0231230132	RECLASS PR TO CORR CENTER	.00	.00	.00	.00	
01/31/2023	0231230133	RECALL PR TO CORR CENTER	.00	.00	.00	.00	
01		*** PERIOD BALANCE ***	176,931,170.00	1,295,169.18	60,236,746.95-	.00	123,235,782.92
ACCT 111250	POOL CSH-DISBURSING ACCT						.00
ACCT 111270							123,235,782.92
					*** ENDING CASH BALANCE ***		123,235,782.92

7. Check the Deposits/Transfers column on the BD800 report to see that the total matches NCFS item #9 above.
 - a. If totals match, then NCFS is in balance with NCAS as shown below.
 - b. If it does not match, then this means that there are missing transaction(s) that are not posted in one of the systems.

EFFECTIVE DATE	DOCUMENT ID	TRANSACTION DESCRIPTION	ALLOTMENT/ REVERSION	DEPOSITS/ TRANSFERS ADJUSTMENTS	DISBURSEMENTS/ TRANSFERS ADJUSTMENTS	OTHER	BALANCE
01/19/2023	0221230660	24652,71,72,41 REC FEES	.00	694.92	.00	.00	
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01/20/2023	02213F0864	FMS 011923	.00	1,108.33	.00	.00	
01/20/2023	022523G021	MOVE TO CORR FUNDING JUL-DEC22	.00	220,741.32	.00	.00	
01/21/2023	02213F0870	FMS 012023	.00	932.50	.00	.00	
01/23/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	233,087.15-	.00	
01/23/2023	0222CAW999	AP CASH REQUISITION	.00	.00	118,221.72-	.00	
01/23/2023	022523T129	DUAL EMPLOY ECU-RAY,NANCY	.00	10,092.19	.00	.00	
01/24/2023	02213F0876	FMS 012323	.00	1,120.00	.00	.00	
01/25/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	372,512.47-	.00	
01/25/2023	02213F0883	FMS 012423	.00	867.50	.00	.00	
01/25/2023	0222CAY999	AP CASH REQUISITION	.00	.00	43,590.50-	.00	
01/25/2023	0225230066	SFRF FUNDS RECLASS DEC 2022	.00	116,976.63	.00	.00	
01/26/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	6,609.92-	.00	
01/26/2023	02213F0889	FMS 012523	.00	1,085.00	.00	.00	
01/26/2023	0222CAZSPP	PAYROLL CASH REQUISITION 12000	.00	.00	48,154,770.51-	.00	
01/26/2023	0222CAZ999	AP CASH REQUISITION	.00	.00	7,795.36-	.00	
01/27/2023	02213F0896	FMS 012623	.00	1,374.33	.00	.00	
01/27/2023	0222CA0999	AP CASH REQUISITION	.00	.00	2,300.73	.00	
01/27/2023	022523T134	SHP COMPUTERIZED DISP DEC 22	.00	27,376.22	.00	.00	
01/28/2023	02213F0903	FMS 012723	.00	1,108.33	.00	.00	
01/30/2023	AP TRANSFR	ELECTRONIC PAYMENT	.00	.00	147,291.73-	.00	
01/30/2023	0221230686	DA DINNER REIMB-COOPER,KAREN	.00	783.44	.00	.00	
01/30/2023	0221230686	INTERPRETER FEES REIMB	.00	2,118.75	.00	.00	
01/30/2023	0221230692	SALRY OVER REIMB-MURRAY,K	.00	75.00	.00	.00	
01/30/2023	0222CA3999	AP CASH REQUISITION	.00	.00	121,094.74-	.00	
01/31/2023	02213F0910	FMS 013023	.00	1,892.50	.00	.00	
01/31/2023	0222CA4SPP	PAYROLL CASH REQUISITION 12000	.00	.00	184,943.35-	.00	
01/31/2023	022523G026	MOVE SUPPLY COST OCT-DEC 22	.00	17,457.85	.00	.00	
01/31/2023	022523T135	SHP COMPUTERIZED DIS OCT&NOV22	.00	54,515.64	.00	.00	
01/31/2023	022723G023	BUSINESS CARDS RECLASS BUDGET	.00	.00	110.00-	.00	
01/31/2023	0227230073	RECEIPTS BC 42150 CH 42050 COR	.00	.00	6,609.92-	.00	
01/31/2023	023123G014	RECLASS TO CORR ACCT	.00	.00	.00	.00	
01/31/2023	0231230132	RECLASS PR TO CORR CENTER	.00	.00	.00	.00	
01/31/2023	0231230133	RECALL PR TO CORR CENTER	.00	.00	.00	.00	
01		*** PERIOD BALANCE ***	176,931,170.00	1,295,169.18	60,236,746.95-	.00	123,235,782.92
ACCT 111250	POOL CSH-DISBURSING ACCT						.00
ACCT 111270							123,235,782.92
				*** ENDING CASH BALANCE ***			123,235,782.92